

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET

E-Mail: [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600



PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF  
NOVEMBER 19 – 23, 2018**

- |  |  |   |
|--|--|---|
| <b><u>MONDAY, NOVEMBER 19, 2018</u></b>  |  |   |
| *3:30 pm                                 | Housing Authority                          | Room 604, City Hall<br>100 N. Jefferson Street      |
| <b><u>TUESDAY, NOVEMBER 20, 2018</u></b> |  |   |
| *3:30 pm                                 | Children With Disabilities Education Board | Syble Hopp School<br>755 Scheuring Road             |
| *4:30 pm                                 | Veterans' Recognition Subcommittee         | Room 201, Northern Building<br>305 E. Walnut Street |

**WEDNESDAY, NOVEMBER 21, 2018**  
(No Meetings)

**THURSDAY, NOVEMBER 22, 2018**



**FRIDAY, NOVEMBER 23, 2018**  
(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, November 19, 2018, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Corday Goddard– Chair, Tom Deidrick – Vice Chair, Sup. Andy Nicholson, Ann Hartman, and John Fenner

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the October 15, 2018, meeting of the Brown County Housing Authority.

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
  - G. VASH Reports (new VASH and active VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations
  - I. Quarterly Langan Denials report
  - J. Quarterly Active Cases Breakdown
  - K. Quarterly End of Participation
  - L. Quarterly Customer Service Satisfaction

**OLD BUSINESS:**

**NEW BUSINESS:**

3. Consideration with possible action on request from Gorman & Company for eight project based vouchers for the Printery Row project.
4. Consideration with possible action on approval of the ICS budget.
5. Consideration with possible action on determination of administrative responsibilities of the BCHA.
6. Consideration with possible action on approval of the BCHA annual budget and budget resolution 18-02.

**BILLS AND FINANCIAL REPORT:**

7. Consideration with possible action on acceptance of BCHA bills.
8. Consideration with possible action on acceptance of BCHA financial report.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

9. Date of next meeting: December 17, 2018.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at (920) 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made.

Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD**  
**Tuesday, November 20, 2018 – 3:30 pm**  
**Syble Hopp School**

1. Action Item: Call to Order
2. Open Forum
3. Action Item: Approval of October 16, 2018  
RECOMMENDED MOTION: That the minutes from the October 16, 2018 Board meeting be approved.
4. Action Item: Approval of Agenda  
RECOMMENDED MOTION: That the agenda for today's meeting be approved.
5. Action Item: Donations  
RECOMMENDED MOTION: That this month's donations be approved.
6. Action Item: Payment of Bills  
RECOMMENDED MOTION: That the payment of the bills be approved.
7. Action Item: Financial Report  
RECOMMENDED MOTION: That the financial report be accepted.
8. Action Item: 2018-19 Budget Adjustment  
RECOMMENDED MOTION: That the budget adjustment to increase property tax and casualty insurance charges by \$18,127 be approved.
9. Action Item: Teacher and Therapist Compensation increase for the 2018-2019 School Year  
RECOMMENDED MOTION: That a 2.0% salary increase for all teachers and therapists, retroactive to the first contract payment on August 31, 2018, be approved.
10. Action Item: Administrative Compensation Increase for the 2018-19 School Year  
RECOMMENDED MOTION: That a 2.0% salary increase for administrators, retroactive to July 1, 2018, be approved.
11. Action: Retirement  
RECOMMENDED MOTION: That the Board approve the retirement of Instructional Aide, Mary Jo Ryan, effective January 2, 2018.
12. Action Item: 2019-2020 Calendar  
RECOMMENDED MOTION: That the 2019-2020 school year calendar be approved.
13. Discussion: Administrator's Report
14. Discussion Item: Parent Organization Report
15. Executive Session: The Board will move to executive session as allowed by Wisconsin State Statute 19.85(1)(c)(e) pursuant to compensation and the investing of public funds.
16. Action Item: Adjournment  
RECOMMENDED MOTION: That the November 20, 2018 Brown County Children with Disabilities Board meeting be adjourned.

"Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, November 19, 2018 so arrangements can be made."

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-4015 FAX (920) 448-6221

### VETERANS RECOGNITION SUBCOMMITTEE

Bernie Erickson, Chair  
Ed Koslowski, Vice Chair  
Joan Brusky, Ken Corry,  
Louise Dahlke, Jim Haskins, Kerry  
Metoxen, Duane Pierce

### VETERANS' RECOGNITION SUBCOMMITTEE

Tuesday, November 20, 2018

4:30 pm

Room 201, Northern Building

305 E. Walnut Street

Green Bay, WI




### NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of September 18, 2018.
4. Update re: Honor Rewards Program.
5. Discussion re: Flight of Champions.
6. Report from CVSO Jerry Polus.
7. Report from Committee Members Present (Erickson, Brusky, Corry, Dahlke, Haskins, Koslowski, Metoxen, Pierce).
8. Such Other Matters as Authorized by Law.
9. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

# NOVEMBER 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 	5	6 <i>Election Day</i>	7	8 Criminal Justice Coordinating Board 7:30 am	9	10
11 	12	13	14	15	16	17
18	19	20 Veterans Rec. Subcmte 4:30 pm	21 <b>(NO COUNTY BOARD MEETING THIS DAY)</b>	22  <b>THANKSGIVING</b> County Board Office Closed	23 County Board Office Closed	24
25	26 Land Con 6:00 pm PD&T 6:15 pm	27	28 Human Services 5:30 pm	29 Ed & Rec 5:30pm	30	

## **BROWN COUNTY COMMITTEE MINUTES**

- Harbor Commission (September 10, 2018)
- Housing Authority (October 15, 2018)
- Neville Public Museum Governing Board (November 12, 2018)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

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## PORT & RESOURCE RECOVERY DEPARTMENT

2561 S. BROADWAY  
GREEN BAY, WI 54304

PHONE (920) 492-4950 FAX (920) 492-4957

DEAN R. HAEN  
DIRECTOR

### MINUTES OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **Monday, September 10, 2018**  
at the Resource Recovery Facility, 2561 S Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was officially called to order by President Tom Klimek at 10:35 am.

2) Roll Call:

Present:

President Tom Klimek  
Commissioner Ron Antonneau  
Commissioner Pete Diemer  
Commissioner Bernie Erickson  
Commissioner Tim Feldhausen  
Commissioner Bryan Hyska  
Commissioner Wes Kornowske  
Commissioner Hank Wallace

Excused:

Commissioner Mike Vizer

Also Present:

Dean Haen, Brown County P&RR  
Mark Walter, Brown County P&RR  
Patti Cole, Brown County P&RR  
Chris Anderson, Foth  
Jean Romback-Bartels, WI DNR  
Wade Connett, UWGB  
Mary Long, UWGB  
Holly Bellmund, GLC Minerals  
Dave Zarling, FHR  
Troy Ramaker, GLC Minerals  
Al Jamir, FOBB  
Ken Przybyla, GLC Minerals  
Heidi Anderson, Edgewater  
Greg Weycamp, Edgewater  
Gregg Calpino, SmithGroup  
Brian VanderLoop, NEW Water  
Brenda Krainik, Greater Green Bay CVB  
Wendy Townsend, City of Green Bay  
Jim and Sylvia Graefe, Green Bay Residents  
Devin Yoder, Brown County Planning Commission  
Kathy Lefebvre, Brown County Supervisor District 6  
Paul Spillers, Tetra Tech

3) Approval/Modification – Meeting Agenda

A motion to approve the Agenda was made by Bryan Hyska and seconded by Ron Antonneau. Unanimously approved.

4) Approval/Modification – Minutes of July 30 Meeting

**A motion to approve the minutes of the July 30, 2018 meeting was made by Tim Feldhausen and seconded by Hank Wallace. Unanimously approved.**

5) Announcements/Communications

Dean Haen announced that there was a good turnout for the press conference earlier this morning for the release of the *Economic Impacts of the Port of Green Bay* report. See #11 below.

Immediately prior to this meeting, there was a kickoff meeting to introduce the Renard Island End-Use Project Team. See #10 below.

6) Bylsby Avenue Project

a. Budget Adjustment – Request For Approval

When the Bylsby property was leased, the Port agreed to finish the sedimentation pond and expand the storage area. The amount of money previously budgeted was not enough to complete the project. Upon completion, the property will then generate revenue that is expected to provide a return on investment in two years. A budget adjustment for increase in contracted services of \$81,000 is being requested to complete the project.

**A motion to approve the Budget Adjustment was made by Hank Wallace and seconded by Bernie Erickson. Unanimously approved.**

b. Request For Bid - Request For Approval

Two bids were received for the Bylsby Avenue project: Vinton Construction for \$97,200 and Peters Concrete for \$59,925.

**A motion to award the contract to Peters Concrete in the amount of \$59,925 was made by Tim Feldhausen and seconded by Bryan Hyska. Unanimously approved.**

7) 2019 Budget

The Finance Department and County Executive have accepted the Budget with the Harbor Commission's amendment adding \$5,000 to support the 2019 Tall Ships Festival and cruise ship visits. The budget will go to PD&T in October and then to County Board in November.

Dean Haen provided the final version of the statement of funds. He pointed out the increased revenue expected from the dredging project in Sturgeon Bay going to Bay Port, and the expected 2019 dredging by the Army Corps of Engineers in Green Bay is budgeted but will not be determined until spring. Expenses are expected from emptying Cell 5 at Bay Port over the winter of 2019.

8) Status of Pulliam Plant Property

Dean Haen and Tom Klimek met with State Representative Eric Genrich, who represents the Pulliam Plant's District, and representatives from the city of Green Bay, and it was mutually agreed that the highest and best use of the Pulliam Plant property is port-related industrial property. The Port of Green Bay has been expressing interest in the Pulliam Plant property for a long time.

The city of Green Bay separately has met with WE Energies. The County will also meet with WE Energies and WPS in early October, to offer county expertise and concept designs of a greater community vision and economic impact with port, manufacturing and industrial uses for the Pulliam Plant property.



Commissioner Antonneau advised that we need to invite key legislators and senators to the meeting with WE Energies and WPS to get communication flowing freely and to get them involved.

Commissioner Kornowske's suggestion was to get Class 1 Railroads involved in the discussion regarding better rail service, which would advance Green Bay as an intermodal shipping facility.

Holly Bellmund, President and COO of GLC Minerals, stated that as adjacent landowners it is essential for them to understand what is going on, they want to be part of the expansion and would like to have access to part of the property. She expressed concern that they have 40 manufacturing jobs that rely upon port viability and would like to expand and grow their business. She stated that it is essential that they be at the table. She spoke for GLC Minerals at 1450 Bylsby Avenue.

9) Beneficial Reuse Project

Dean Haen indicated that the Kurtz Bros Inc. in partnership with ENVi Environmental provided a phase II proposal to advance the beneficial reuse effort. They are currently working with the state of Ohio doing beneficial reuse of fill and topsoil. Their proposal would cost \$70,000-100,000 to implement. This is not in the budget this year and would have to follow the RFP process.

Mr. Haen recommended breaking apart the project into phases. The first step is to create a work group with the DNR, the Army Corps of Engineers, an environmental consulting firm and the county; develop an RFP to hire that environmental consulting firm to create and direct the group and to work alongside the DNR to establish and advance a beneficial reuse plan, and then develop another RFP to implement the beneficial reuse plan. The first RFP could be released in the fall of 2018 with work beginning in 2019.

Tom Klimek asked whether any grants are available for funding this project. Mark Walter remarked that there are several grants that might be related to this type of project, so he will look at specific grants. The grant cycle process takes at least a year from application to awarding any funding. More grants would be available for the second RFP for implementing the plan, doing the sampling and putting together a market analysis.

An RFP will be put together and brought to the Harbor Commission for approval to start the process.

10) Renard Island End-Use Plan

Dean Haen reported that the Renard Island End-Use Project held a kickoff meeting to introduce the project team and describe the process.

The team leader, Gregg Calpino from SmithGroup, presented an overview of the vision for the "Renard Island Strategic Master Plan." He explained that the six month process will consist of a kick-off meeting, and a 3-day charrette workshop open to all interested stakeholders and the public. The NCI charrette approach invites key groups to participate and collaborate in the design process, generating relevant feedback and making decisions for community projects.

The next step for the team is to identify the stakeholder groups to invite, to set up a date and to arrange a venue for the Charrette meeting. Dean encourages all Harbor Commissioners to attend the 3-day meeting. Mark Walter will be the contact point for

communication with the Team. He can be reached by phone 920-492-4965 or email [Walter\\_MA@co.brown.wi.us](mailto:Walter_MA@co.brown.wi.us).

Bernie Erickson suggested that the project team should be made aware of the potential end-use of the Pulliam Plant property and to consider whether it might affect the Renard Island End-Use Plan.

11) Great Lakes St. Lawrence Seaway Economic Impact Study

Dean Haen noted that the Great Lakes-St. Lawrence Seaway Economic Impact Study was completed and released in July. The Great Lakes-St. Lawrence Seaway as a whole produced 240,000 jobs and \$35 billion toward the Great Lakes economy. The Wisconsin Impact Study was rolled out at the Wisconsin Commercial Ports Association (WCPA) annual meeting in August. The Wisconsin value was \$1.4 billion of economic activity and 7,500 jobs in the state of Wisconsin.

There was a press conference earlier in the morning to release the results of the *Economic Impacts of the Port of Green Bay* report. The cargo and vessel activity at the Port of Green Bay generated \$147 million toward the regional economy and supported 1,289 jobs in 2017. Since the last study was done with 2010 data, there has been a 49% growth in jobs and a 77% growth in economic impact, which are significant increases since the last study was completed. The press conference was well attended. County Executive Troy Streckenbach, Jim Haese of Lafarge and Harbor Commission President Tom Klimek each made remarks. Each job is worth about \$120,000 in an indirect ripple effect on the community's economics.

12) Tonnage Report

Dean Haen shared that the August tonnage is up 16%. The Port is having a strong shipping season. All commodities are up with the exception of salt. Salt tonnage had been halted due to a strike in Canada, but will resume later and continue until ice-up. Mr. Haen expects that the tonnage could be at 2 million tons by the end of the season.

13) Director's Report

Dean Haen stated that the process is underway to consolidate the Bay Port Plan Modifications reports into one new Plan of Operation.

14) Acknowledgement of Bills

**A motion to acknowledge the payment of bills was made by Bryan Hyska and seconded by Wes Kornowske. Unanimously approved.**

15) Such Other Matters as Authorized by Law – Update

16) Adjourn

**A motion to adjourn the Harbor Commission meeting at 11:07am was made by Hank Wallace and seconded by Tim Feldhausen. Unanimously approved.**

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Tom Klimek, President  
Harbor Commission

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Dean R. Haen, Director  
Port & Resource Recovery Department

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, October 15, 2018, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS PRESENT:** Corday Goddard – Chair, Ann Hartman, and John Fenner

**EXCUSED:** Tom Diedrick – Vice Chair and Sup. Andy Nicholson

**OTHERS PRESENT:** Cheryl Renier-Wigg, Stephanie Schmutzer, Matt Roberts, Noel Halvorsen and Scott Schoeneman

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**APPROVAL OF MINUTES:**

1. Approval of the minutes from the September 24, 2018, meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes. Motion carried.

Information for Agenda Item #2 is not available at this time. The Authority has chosen to move forward with the Agenda Items until the information for Item #2 is available.

**NEW BUSINESS:**

3. Consideration with possible action on request from NeighborWorks® for \$150,000 grant for the purchase and renovation of the 1400 Block of Admiral Court.

C. Renier-Wigg stated there was a letter from N. Halvorsen regarding the 1400 Block of Admiral Court Apartments. N. Halvorsen and S. Schoeneman are here from NeighborWorks® to explain their request.

A motion was made by A. Hartman, seconded by J. Fenner to open the floor for discussion. Motion carried.

N. Halvorsen and S. Schoeneman gave an overview of the project. Information included the number of units and buildings and location of the units. The properties haven't been maintained and have many police issues. There has been a steady decline in the "quality" of occupants over the years. J. Fenner asked who the current landlord is. S. Schoeneman stated it is owned by Legros Enterprises and he is looking divest and retire.

S. Schoeneman informed the Authority they will be purchasing the buildings for 2.1 million. He then went into detail regarding the improvements that will be made, the cost and how soon each item should be done. Improvements included the entry doors, balconies, roof and window replacement, HVAC system replacement, and new water heaters. He then stated that occupancy rates are pretty high as 39 of the 40 units are occupied. He stated the current owner will take most applicants; however, there will be stiffer guidelines to increase the quality of tenants. They then went into specifics on how they will run the buildings from a management perspective.

C. Renier-Wigg stated that this has been a problem area and the residents and staff at Mason Manor have been exposed to these issues for many years.

C. Goddard then reiterated that they are asking for a \$150,000 grant from the BCHA. N. Halvorsen stated either a grant or deferred second mortgage loan, as done in the past, that would be due if the property was sold. This would help them tackle the challenges of the property. They would like to take one of the one-bedroom units out of service and convert it into an office and be able to offer their residential services. He stated he believes this property is large enough to support this type of programming. This is why they are asking for a no cost loan or a grant.

A conversation ensued between staff, Authority Members, N. Halvorsen and S. Schoeneman. Information included the market rate of the property/asking price, other properties purchased from the same company and support from the Redevelopment Authority.

J. Fenner stated that he likes the idea. C. Renier-Wigg stated this would come from their unrestricted dollars and accounts that can be used for housing development purposes. C. Goddard asked Authority members what their will was for this request. A. Hartman stated she wouldn't mind seeing the amount given in a grant. J. Fenner asked if they were designating 10 units as low income. N. Halvorsen stated yes and does suspect about 80 percent of the units will occupy low income housing, even if the market changes.

A motion was made by J. Fenner, seconded by A. Hartman to grant the \$150,000 to NeighborWorks for their project. Motion carried.

A motion was made by J. Fenner, seconded by A. Hartman to close the floor for discussion. Motion carried.

Information is now available for Item #2.

#### **REPORTS:**

##### **2. Report on Housing Choice Voucher Rental Assistance Program:**

###### **A. Preliminary Applications**

There were 133 preliminary applications for September.

###### **B. Unit Count**

The unit count for September was 2,767.

###### **C. Housing Assistance Payments Expenses**

The September HAP expense totaled 1,245,735.

###### **D. Housing Quality Standard Inspection Compliance**

Of the 356 inspections conducted for September; 194 passed initial inspection, 64 passed reinspection, 81 failed and 17 were a no show.

###### **E. Program Activity/52681B (administrative costs, portability activity, SEMAP)**

No information given.

###### **F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)**

In September there were 68 active clients, 41 participants in level one; 13 participants in level two; one participant in level three and six participants in level four. There were no new contracts signed and there were no graduates. There are 33 active escrow accounts and 47 homeowner participants.

###### **G. VASH Reports (new VASH and active VASH)**

For September there were two new VASH Clients for a total of total 31 active VASH clients

- H. Langan Investigations Criminal Background Screening and Fraud Investigations  
For the month of September, there were no new investigations, 16 active cases and three cases closed. There were 109 new applications processed, 106 were approved and 3 were denied. For the breakdown of investigations by municipality, most were located in Green Bay, followed by De Pere and Oneida. The chart of initial applications shows the majority from Green Bay, Bellevue and Howard.
- I. Quarterly Langan Denials report  
There were a total of four denials made by Langan. Two were on websites that ICS doesn't have access to and two were instances where clients were found guilty after ICS conducted their background check. All four that were found by Langan were subsequently denied.
- J. Quarterly End of Participation  
The third quarter port outs absorbed were 82. They had over 70 port outs absorbed in one month, which is an uncontrollable figure. This was followed by voluntary terminations and then violation of family obligations.
- K. Quarterly Active Cases Breakdown  
57 percent the head of households are either elderly or disabled; 29 percent of head of households are not elderly or disabled but the household does have earned income; 11 percent of the head of households are not elderly or disabled, have no earned income, but have minors and three percent of head of households are not elderly not disabled, no earned income and no minors.
- L. Quarterly Customer Service Satisfaction  
73 percent indicated customer service was excellent, 18 percent very good, 8 percent good and 1 percent fair.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file the ICS Reports. Motion carried.

#### **NEW BUSINESS**

4. Consideration with possible action to approve new Voucher Payment Standard, effective January 1, 2019.

M. Roberts stated that HUD publishes the Fair Market Rents (FMR) on an annual basis. Once they are published they are required to review it with their current Voucher Payment Standards. With this information, they would like to make changes. The FMRs for Brown County increased for all bedroom sizes for 2019 which allowed the BCHA to increase the Voucher Payment Standards for all sizes. However, due to the potential volatility, they have been very cautious on how the raise payments. They can utilize 90-110 percent of the FMR. They are proposing a slight increase to the Voucher Payment Standards for 2019 to account for some of the increase of the FMR. All the Voucher Payment Standards are still all within the allowed parameters which allows them flexibility within the FMR should they decrease next year.

A conversation ensued between Authority members and M. Roberts regarding FMRs. There were no issues or questions regarding this request.

A motion was made by J. Fenner, seconded by A. Hartman to approve the new Voucher Payment Standards, effective January 1, 2019. Motion carried.

5. Consideration with possible action on awarding the audit contract to Schenck for 2018 and 2019 with options for three 1-year renewals.

S. Schmutzer presented to Authority members the options for audit contracts. They received only two proposals, one from Schenck and the Hawkins Ash out of La Crosse. She informed Authority members she has worked with both companies and has had no issues with either company. She informed them of the amount for both companies.

A Conversation ensued between S. Schmutzer and Authority members regarding both companies. Information included the number of years Schenck has been the auditor and benefits of keeping Schenck.

There were no issues or questions regarding the request.

A motion was made J. Fenner seconded by A. Hartman to award the BCHA audit contract to Schenck. Motion carried.

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#### **BILLS AND FINANCIAL REPORT:**

6. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer presented the BCHA bills. There was nothing out of the ordinary to report.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file the BCHA bills. Motion carried.

7. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer presented the BCHA financial report. There was nothing out of the ordinary to report.

A motion was made by A. Hartman, seconded by J. Fenner to receive and place on file the BCHA financial report. Motion carried.

#### **ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

C. Renier-Wigg gave an update regarding the proposals for the PBVs. She stated she hasn't received any questions. They are due on October 29, 2018. When they come back, J. Fenner has offered to help score the RFPs. They will then be awarded at the November, BCHA meeting.

The BCHA and ICS budgets are currently being worked on. There will be something available at the November meeting.

C. Renier-Wigg gave an update regarding staffing. They have been speaking with Brown County reps and their plan of action is to take a resolution to the County Board on October 31, 2018, to administer the Brown County Housing Authority. Brown County staff will be working with us closely and bring a proposal to the BCHA on how they want to administer the program. HUD stated to hire an Executive Director and not a Housing Administrator as the language used for HUD is Executive Director. She then explained to Authority Members what would take place when the County brings a proposal to BCHA. The BCHA has the authority to say no and they can hire their own people and administer themselves as they are their own entity. However, if you do decide to work with the County, then it's the BCHA's decision on how much they want to be involved in the hiring of the executive director. HUD needs a resolution from the BCHA approving the Executive Director. The BCHA will decide how much involvement there will be during the hiring of the position and where you want to enter the hiring process.

A discussion ensued regarding what the proposal may entail. C. Renier-Wigg Stated that she would work with staff over at the County to keep things flowing to help make the transition easier. Other information included how long the BCHA has been running. C. Renier-Wigg

pointed out that the BCHA is a county function with staff employed through the City to run a County program. J. Fenner asked if the County Board would have any more say. C. Renier-Wigg stated that everything that currently happens with the BCHA runs through the County's administration. The RFPs go through County Purchasing, all legal advice comes from Corp Council, and the County Executive appoints the BCHA Board. At this time we will wait for the County's proposal.

8. Date of next meeting: November 19, 2018

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.

jd:CRW

**NEVILLE PUBLIC MUSEUM**  
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS  
NEVILLEPUBLICMUSEUM.ORG

**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, November 12, 2018 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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**PRESENT:** Kevin Kuehn, Erik Hoyer, Sandy Juno, Bernie Erickson, and Kramer Rock  
**ALSO PRESENT:** Kasha Huntowski, Kevin Cullen and Beth Lemke  
**EXCUSED:** Tom Sieber and Terri Trantow

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**CALL MEETING TO ORDER**

1. Chair Kuehn, called the meeting to order at 4:33PM.

2. **APPROVE/MODIFY AGENDA**

Motion made by Erik Hoyer and seconded by Sandy Juno to approve the agenda.  
Vote taken. MOTION APPROVED UNANIMOUSLY.

3. **Museum Director Report.** Museum Director Lemke reported that the month of October had not closed at the time of the meeting. She shared in her reforecast likely small deficit for FY18 due to lackluster photograph sales, not achieving room rental budgeted amount and static gate. She will be monitoring expenses closely for the next two months.

Museum Director Lemke shared that all staff performance evaluations were complete and that she was working on the required documents for her performance evaluation on November 29, 2018.

Regarding the Core Gallery Renovation Plan an onsite meeting is scheduled for November 30, 2018 to discuss project vision and scope to achieve project goals and budget.

*Holiday Memories of Downtown Green Bay* opens on Saturday, November 17, 2018 and the Museum Team is walking in the Downtown Green Bay Holiday Parade to promote the exhibit and museum visitation.

She shared the Museum sponsored a Connect Inc. Christmas tree for the 5<sup>th</sup> Annual Tree Jubilee. Additionally, the Museum will be accepting 400 pieces of student art for display after the Fine Art Institutes *Arts Alive* event on November 20, 2018. Media partnership meetings are taking place for 2019 sponsorship. Discussion ensued, no further action taken

4. **Such other matters as authorized by law:** Museum Director Lemke provided the Board a hard copy of a Condition and Treatment Response Report for the Dugout Canoe on display in the core gallery. She shared that Collections Committee was waiting for a report on a clock face that needed restoration and that it was likely the canoe would be a future grant request. Museum Director Lemke also reminded the Board that American Alliance of Museums Re-Accreditation is now a short term strategic goal as submission of the packet is June 2022.

Next meeting of the Neville Public Museum Governing Board will be Monday, December 10, 2018 at 4:30pm.  
**2019 meetings dates are as follows:**



January 14, 2019  
February 11, 2019  
March 11, 2019  
April 8, 2019  
May 13, 2019  
June 10, 2019  
July 8, 2019  
August 12, 2019  
September 9, 2019  
October 14, 2019  
November 11, 2019  
December 9, 2019

5. Adjournment. Chair Kuehn called the meeting to an end at 5:21PM.  
Motion made by Sandy Juno and seconded by Erik Hoyer to approve.  
Vote taken. MOTION APPROVED UNANIMOUSLY.